

Auditing Procedures Report

Issued under P.A. 2 of 1968, as amended and P.A. 71 of 1919, as amended.

Local Unit of Government Type <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Twp <input type="checkbox"/> Village <input checked="" type="checkbox"/> Other		Local Unit Name Escanaba Housing Commission	County Delta
Fiscal Year End 9-30-2005	Opinion Date 4-25-2006	Date Audit Report Submitted to State 5-22-2006	

We affirm that:

We are certified public accountants licensed to practice in Michigan.

We further affirm the following material, "no" responses have been disclosed in the financial statements, including the notes, or in the Management Letter (report of comments and recommendations).

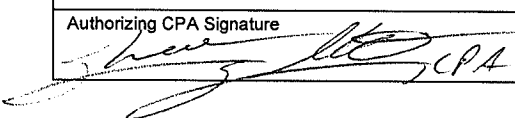
YES NO

Check each applicable box below. (See instructions for further detail.)

1. ☒ ☐ All required component units/funds/agencies of the local unit are included in the financial statements and/or disclosed in the reporting entity notes to the financial statements as necessary.
2. ☒ ☐ There are no accumulated deficits in one or more of this unit's unreserved fund balances/unrestricted net assets (P.A. 275 of 1980) or the local unit has not exceeded its budget for expenditures.
3. ☒ ☐ The local unit is in compliance with the Uniform Chart of Accounts issued by the Department of Treasury.
4. ☒ ☐ The local unit has adopted a budget for all required funds.
5. ☐ ☐ A public hearing on the budget was held in accordance with State statute.
6. ☐ ☐ The local unit has not violated the Municipal Finance Act, an order issued under the Emergency Municipal Loan Act, or other guidance as issued by the Local Audit and Finance Division.
7. ☒ ☐ The local unit has not been delinquent in distributing tax revenues that were collected for another taxing unit.
8. ☒ ☐ The local unit only holds deposits/investments that comply with statutory requirements.
9. ☒ ☐ The local unit has no illegal or unauthorized expenditures that came to our attention as defined in the *Bulletin for Audits of Local Units of Government in Michigan*, as revised (see Appendix H of Bulletin).
10. ☒ ☐ There are no indications of defalcation, fraud or embezzlement, which came to our attention during the course of our audit that have not been previously communicated to the Local Audit and Finance Division (LAFD). If there is such activity that has not been communicated, please submit a separate report under separate cover.
11. ☒ ☐ The local unit is free of repeated comments from previous years.
12. ☒ ☐ The audit opinion is UNQUALIFIED.
13. ☒ ☐ The local unit has complied with GASB 34 or GASB 34 as modified by MCGAA Statement #7 and other generally accepted accounting principles (GAAP).
14. ☒ ☐ The board or council approves all invoices prior to payment as required by charter or statute.
15. ☒ ☐ To our knowledge, bank reconciliations that were reviewed were performed timely.

If a local unit of government (authorities and commissions included) is operating within the boundaries of the audited entity and is not included in this or any other audit report, nor do they obtain a stand-alone audit, please enclose the name(s), address(es), and a description(s) of the authority and/or commission.

I, the undersigned, certify that this statement is complete and accurate in all respects.

We have enclosed the following:	Enclosed	Not Required (enter a brief justification)	
Financial Statements	<input checked="" type="checkbox"/>		
The letter of Comments and Recommendations	<input type="checkbox"/>	None Issued	
Other (Describe)	<input type="checkbox"/>		
Certified Public Accountant (Firm Name) Anderson, Tackman & Company, PLC		Telephone Number 906-774-4300	
Street Address Po Box 828		City Iron Mountain	State MI
		Zip 49801	
Authorizing CPA Signature 		Printed Name Shane M. Ellison, CPA	License Number 263063

ESCANABA HOUSING COMMISSION

REPORT ON FINANCIAL STATEMENTS

(with supplemental information)

For the Year Ended September 30, 2005

ESCANABA HOUSING COMMISSION

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ANDERSON, TACKMAN & COMPANY, P.L.C.
CERTIFIED PUBLIC ACCOUNTANTS

A Regional Firm with Offices in Michigan and Wisconsin

Principals - Iron Mountain:

L. Robert Schaut, CPA
David J. Johnson, CPA
Shane M. Ellison, CPA

Member of:

Private Companies Practice Section
American Institute of Certified
Public Accountants

INDEPENDENT AUDITORS' REPORT

Board of Commissioners
Escanaba Housing Commission
Escanaba, Michigan

We have audited the accompanying financial statements of the business-type activities of the Escanaba Housing Commission, a component unit of the City of Escanaba, Michigan, as of and for the year ended September 30, 2005 as listed in the Table of Contents. These financial statements are the responsibility of the Commission's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statements presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of the Escanaba Housing Commission as of September 30, 2005, and the respective changes in financial position and cash flows, thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated April 25, 2006 on our consideration of the Escanaba Housing Commission's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

The Management's Discussion and Analysis on pages 5 through 8 is not a required part of the financial statements but is required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Escanaba Housing Commission's financial statements. The Financial Data Schedule is presented for the purpose of additional analysis as required by the U.S. Department of Urban Housing and Development and is not a required part of the financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*", and is also not a required part of the financial statements of Escanaba Housing Commission. The Financial Data Schedule and the Schedule of Expenditures of Federal Awards have been subjected to the auditing procedures applied in the audit of the financial statements and, in our opinion, are fairly stated in all material respects in relation to the financial statements taken as a whole.



ANDERSON, TACKMAN & COMPANY, PLC
Certified Public Accountants
Iron Mountain, Michigan

April 25, 2006

MANAGEMENT DISCUSSION AND ANALYSIS (UNAUDITED)

Our discussion and analysis of the Escanaba Housing Commission's financial performance provides an overview of the financial activities for the year ended September 30, 2005. Please read it in conjunction with the Commission's financial statements, which begin on page 9.

FINANCIAL HIGHLIGHTS

- Net assets for the entire Commission were \$2,915,660 at September 30, 2005 compared to \$2,771,428 at September 30, 2004.
- The Commission's operating revenues totaled \$615,095 for September 30, 2005 and \$598,693 for September 30, 2004, while operating expenses totaled \$883,693 for September 30, 2005 and \$893,248 for September 30, 2004.

USING THIS REPORT

This annual report consists of a series of financial statements. The Statement of Net Assets, Statement of Activities, Statement of Revenues, Expenses and Change in Net Assets, and the Statement of Cash Flows (on pages 9 to 12) provide information about the activities of the Commission as a whole and present a longer-term view of the Commission's finances.

REPORTING THE COMMISSION AS A WHOLE

Our analysis of the Commission as a whole begins on page 9. One of the most important questions asked about the Commission's finances is "Is the Commission, as a whole, better off or worse off as a result of the year's activities"? The Statement of Net Assets, Statement of Activities, and the Statement of Revenues, Expenses, and Change in Net Assets report information about the Commission as a whole and about its activities in a way that helps answer this question. These statements include *all* assets and liabilities using the *accrual basis of accounting*, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid. These two statements report the Commission's *net assets* and changes in them. You can think of the Commission's net assets – the difference between assets and liabilities – as one way to measure the Commission's financial health, or *financial position*. Over time, *increases or decreases* in the Commission's net assets are one indicator of whether its *financial health* is improving or deteriorating. You will need to consider other non-financial factors, however, such as changes in the population of low income and elderly individuals.

In the Statement of Net Assets, Statement of Activities, Statement of Revenues, Expenses, and Change in Net Assets, and the Statement of Cash Flows, the Commission's activities are reported as business-type activities:

- Business-type activities – The Commission charges rent to tenants to help cover all or most of the costs of services it provides.

REPORTING THE COMMISSION'S MOST SIGNIFICANT FUNDS

Our analysis of the Commission's major activities begins on page 9. The financial statements provide detailed information on all of the Commission's activities. The Commission uses proprietary funds to account for its activities. The method of accounting for proprietary funds is explained below.

- *Proprietary funds* – The Commission charges tenants rent for the housing services it provides and these services are reported in a proprietary fund. Proprietary funds are reported in the same way for its activities and are reported in the Statement of Net Assets and the Statement of Revenues, Expenses, and Change in Net Assets.

THE COMMISSION AS A WHOLE

The Commission's combined net assets at September 30, 2005 increased \$144,232 from September 30, 2004.

Table 1

NET ASSETS

	September 30,	
	2005	2004
Assets		
Current assets	\$ 457,562	\$ 456,672
Capital assets (net)	<u>2,574,445</u>	<u>2,424,581</u>
Total assets	<u>3,032,007</u>	<u>2,881,253</u>
Liabilities		
Current liabilities	100,359	94,754
Non current liabilities	<u>15,988</u>	<u>15,071</u>
Total liabilities	<u>116,347</u>	<u>109,825</u>
Net Assets		
Invested in capital assets, net of related debt	2,574,445	2,424,581
Unrestricted	<u>341,215</u>	<u>346,847</u>
Net Assets	<u>\$2,915,660</u>	<u>\$2,771,428</u>

Net assets of the Commission stood at \$2,915,660 at September 30, 2005 compared to \$2,771,428 at September 30, 2004. Unrestricted net business assets were \$341,215 compared to \$346,847 at September 30, 2004. In general, the Commission's unrestricted net assets are used to fund operations of the Commission. The increase in current liabilities was primarily due to an increase in accounts payables.

Table 2**CHANGE IN NET ASSETS**

	Year Ended September 30,	
	2005	2004
Revenues:		
Program revenues:		
Charges for services	\$ 432,701	\$ 430,643
Program grants and subsidies	533,613	164,900
General revenues:		
Other revenues	48,899	31,615
Unrestricted investment earnings	<u>12,712</u>	<u>17,614</u>
Total revenues	1,027,925	644,772
Program Expenses:		
Operating expenses	<u>(883,693)</u>	<u>(893,248)</u>
Change in net assets	144,232	(248,476)
Net assets - beginning of period	<u>2,771,428</u>	<u>3,019,904</u>
Net assets - end of period	<u>\$2,915,660</u>	<u>\$ 2,771,428</u>

BUSINESS – TYPE ACTIVITIES

Revenues for the Commission totaled \$1,027,925 in the current year compared to \$644,772 in the prior year. The Commission's average unit months leased on a monthly basis had decreased during the current year. In addition, HUD operating funds and capital funding grants had increased during the current year. The Commission depends on HUD operating and capital grants to assist in covering its operating expenses. Additionally, the decrease in operating expenses was due to additional repairs and maintenance incurred during 2004.

CAPTIAL ASSETS

Capital Assets

The Commission had \$6,917,511 invested in a variety of capital assets including land, equipment and buildings at September 30, 2005 compared to \$6,611,766 at September 30, 2004.

Table 3

CAPITAL ASSETS Business - Type Activity

	September 30,	
	2005	2004
Land and improvements	\$ 520,368	\$ 495,393
Building and improvements	6,110,096	5,815,081
Equipment	287,047	272,827
Construction in progress	-	28,465
Total	6,917,511	6,611,766
Less accumulated depreciation	(4,343,066)	(4,087,185)
NET CAPITAL ASSETS	<u>\$2,574,445</u>	<u>\$2,524,581</u>

The Commission invested \$403,212 in capital assets during the year ended September 30, 2005.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The Commission's appointed officials considered many factors when setting the budget for the fiscal year 2005/2006. The current availability of low income and elderly tenants has been a major contributing factor in establishing the budgeted amounts. In the upcoming year, we do not anticipate any significant change in the occupancy rate and availability of new tenants that will provide any substantial increase in revenues. There continues to be a variety of inflationary cost and expense issues out of the control of the Commission. All of these were taken into consideration during the 2005/2006 budget process.

CONTACTING THE COMMISSION'S FINANCIAL MANAGEMENT

This financial report is designed to provide the readers with a general overview of the Commission's finances and to show the Commission's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Commission's Executive Director, Mary Lynn Sweeney, at 110 South 5th Street, Escanaba, Michigan 49829, or call 906-786-6229.

ESCANABA HOUSING COMMISSION

STATEMENT OF NET ASSETS **Proprietary Fund**

September 30, 2005

CURRENT ASSETS:

Cash and equivalents	\$ 60,573
Accounts receivable	9
Investments	375,489
Inventories	2,589
Prepaid expenses	<u>18,902</u>

TOTAL CURRENT ASSETS 457,562

NONCURRENT ASSETS:

Capital assets	6,917,511
Less accumulated depreciation	<u>(4,343,066)</u>

NET CAPITAL ASSETS 2,574,445

TOTAL ASSETS \$ 3,032,007

CURRENT LIABILITIES:

Accounts payable	\$ 24,414
Accrued liabilities	<u>75,945</u>

TOTAL CURRENT LIABILITIES 100,359

NONCURRENT LIABILITIES 15,988

TOTAL LIABILITIES 116,347

NET ASSETS:

Investment in capital assets, net of related debt	2,574,445
Unrestricted net assets	<u>341,215</u>

NET ASSETS \$ 2,915,660

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The accompanying notes to financial statements are an integral part of this statement.



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ESCANABA HOUSING COMMISSION

STATEMENT OF ACTIVITIES

For the Year Ended September 30, 2005

FUNCTIONS/PROGRAMS	Program Revenue			Net (Expense) Revenue and Changes in Net Assets
	Expenses	Fees, Fines and Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions
BUSINESS-TYPE ACTIVITIES:				
Public Housing	\$ 883,693	\$ 432,701	\$ 142,088	\$ 391,525
				\$ 82,621
General revenues:				
Unrestricted investment earnings				12,712
Other				48,899
Total general revenues				61,611
Change in net assets				144,232
NET ASSETS, beginning of year				2,771,428
NET ASSETS, end of year				\$ 2,915,660

The accompanying notes to the financial statements are an integral part of this statement.

ESCANABA HOUSING COMMISSION

STATEMENT OF REVENUES, EXPENSES, AND CHANGE IN NET ASSETS Proprietary Fund

For the Year Ended September 30, 2005

OPERATING REVENUES:

Tenant revenue	\$ 432,701
Program grants-subsidies	142,088
Other income	<u>40,306</u>

TOTAL OPERATING REVENUES	<u>615,095</u>
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OPERATING EXPENSES:

Administration	183,577
Tenant services	3,903
Utilities	130,537
Maintenance	215,795
General	82,695
Other operating	5,394
Depreciation	<u>261,792</u>

TOTAL OPERATING EXPENSES	<u>883,693</u>
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OPERATING (LOSS)	<u>(268,598)</u>
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NONOPERATING REVENUES:

Capital grants	391,525
Gain on sale of fixed assets	8,593
Interest income	<u>12,712</u>

TOTAL NONOPERATING REVENUES	<u>412,830</u>
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CHANGE IN NET ASSETS	144,232
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NET ASSETS, BEGINNING OF YEAR	<u>2,771,428</u>
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NET ASSETS, END OF YEAR	<u>\$ 2,915,660</u>
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CERTIFIED PUBLIC ACCOUNTANTS



The accompanying notes to financial statements are an integral part of this statement.

ESCANABA HOUSING COMMISSION

STATEMENT OF CASH FLOWS **Proprietary Fund**

For the Year Ended September 30, 2005

CASH FLOWS FROM OPERATING ACTIVITIES:

Cash received from customers	\$ 433,531
Cash received from grants and subsidies	142,088
Cash payments to suppliers for goods and services	(270,758)
Cash payments for wages and related benefits	(314,906)
Cash payments for payment in lieu of taxes	(28,612)
Other receipts	<u>40,306</u>

NET CASH PROVIDED FROM OPERATING ACTIVITIES	<u>1,649</u>
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CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:

Capital grants	391,525
Proceeds from sale of fixed assets	150
Acquisition of capital assets	<u>(403,212)</u>

NET CASH (USED) BY CAPITAL AND RELATED FINANCING ACTIVITIES	<u>(11,537)</u>
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CASH FLOWS FROM INVESTING ACTIVITIES:

Proceeds from investments	4,025
Investment income	<u>12,712</u>

NET CASH PROVIDED FROM INVESTING ACTIVITIES	<u>16,737</u>
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NET INCREASE IN CASH AND EQUIVALENTS	6,849
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CASH AND EQUIVALENTS, BEGINNING OF YEAR	<u>53,724</u>
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CASH AND EQUIVALENTS, END OF YEAR	<u>\$ 60,573</u>
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RECONCILIATION OF OPERATING INCOME TO NET

CASH PROVIDED BY OPERATING ACTIVITIES:

Operating income (loss)	\$ (268,598)
Adjustments to reconcile operating income to net cash provided by operating activities:	
Depreciation	261,792
Changes in assets and liabilities:	
Decrease (Increase) in receivables	830
Decrease (Increase) in prepaid expenses	1,104
Increase (Decrease) in accounts payable	3,214
Increase (Decrease) in accrued liabilities	<u>3,307</u>

NET CASH PROVIDED FROM OPERATING ACTIVITIES	<u>\$ 1,649</u>
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The accompanying notes to financial statements are an integral part of this statement.



ESCANABA HOUSING COMMISSION

NOTES TO FINANCIAL STATEMENTS

September 30, 2005

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

THE REPORTING ENTITY

The Escanaba Housing Commission (Commission) was formed by the City of Escanaba Commission under Public Act 18 of 1933 of the State of Michigan. The Commission operates under a Board of Commissioners appointed by the City Manager.

The Commission manages 175 units of low rent public housing of which, for financial reporting purposes, includes all of the activities relevant to its operations.

Component Unit

In evaluating how to define the Commission for financial reporting purposes, management has considered all potential component units. The decision to include a potential component unit in the reporting entity was made by applying the criteria set forth in GAAP, currently GASB Statement #14, *The Financial Reporting Entity*.

The criteria established by the Governmental Accounting Standards Board for determining the various governmental organizations to be included in the reporting entity's financial statements include budget adoption, taxing authority, funding, appointment of the respective governing board, and scope of public service.

Based on the foregoing criteria, it was determined that there are no component units of the Escanaba Housing Commission, but the Escanaba Commission is a component unit of the City of Escanaba, Michigan.

The accounting policies of the Commission conform to accounting principles generally accepted in the United States of America. The following is a summary of such significant policies.

BASIS OF PRESENTATION

The Commission presents its financial statements in accordance with Governmental Accounting Standards Board (GASB) Statement No. 34.

Government-Wide Financial Statements:

The Statement of Net Assets, Statement of Activities, Statement of Revenues, Expenses and Change in Net Assets, and the Statement of Cash Flows display information about the Commission as a whole. They include all business-type activities of the Commission. Business-type activities are financed in whole or in part by fees charged to external parties for goods or services.



ESCANABA HOUSING COMMISSION

NOTES TO FINANCIAL STATEMENTS

September 30, 2005

(Continued)

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

BASIS OF PRESENTATION (Continued)

Proprietary Fund

Proprietary Funds are used to account for operations, (a) which are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

MEASUREMENT FOCUS AND BASIS OF ACCOUNTING

Measurement focus is a term used to describe "which" transactions are recorded within the various financial statements. Basis of accounting refers to "when" transactions are recorded regardless of the measurement focus applied.

Measurement Focus:

The government-wide Statement of Net Assets, Statement of Activities, and the Statement of Revenues, Expenses and Change in Net Assets are presented using the economic resource measurement focus as defined below.

- a. The Commission utilizes an "economic resources" measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net assets, financial position and cash flows. All assets and liabilities, whether current or noncurrent, associated with their activities are reported.

Basis of Accounting:

The Statement of Net Assets, Statement of Activities, Statement of Revenues, Expenses and Change in Net Assets, and Statement of Cash Flows are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

As allowed by GASB Statement No. 20, the Commission's business-type activity follows all GASB pronouncements and FASB Statements and Interpretations that were issued on or after November 30, 1989, except those that conflict with a GASB pronouncement.



ESCANABA HOUSING COMMISSION

NOTES TO FINANCIAL STATEMENTS

September 30, 2005

(Continued)

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

ASSETS, LIABILITIES AND NET ASSETS

- a. Cash and Equivalents – The Commission's cash and cash equivalents, as reported in the Statement of Cash Flows and the Statement of Net Assets, are considered to be cash on hand, demand deposits, and short-term investments with maturities of three months or less.
- b. Receivables – All receivables are reported at their gross value and, where appropriate, are reduced by the estimated portion that is expected to be uncollectible.
- c. Inventory – Inventory is recorded at the lower of cost or market and primarily consisted of maintenance supplies and materials.
- d. Due to and Due From Other Programs – Interprogram receivables and payables arise from interprogram transactions and are recorded by all funds affected in the period in which transactions are executed.
- e. Capital Assets – Capital assets purchased or acquired are capitalized at historical cost or estimated historical cost. Donated capital assets are valued at their estimated fair market value on the date received.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Improvements are capitalized and depreciated over the remaining useful lives of the related capital assets.

Depreciation on all assets is provided on the straight-line basis over the estimated useful lives as follows:

Buildings and improvements	10-40 years
Furniture and other equipment	5-10 years

The Commission has adopted a capitalization policy for capital assets of \$200 per item.

- e. Compensated Absences - It is the Commission's policy to permit employees to accumulate a limited amount of earned but unused sick leave and vacation days, which will be paid to employees upon separation from the Commission. The cost of vested sick leave and vacation days are recognized as an expense as earned by the employees.
- f. Equity Classification

Equity is classified as net assets and displayed in two components:

- 1. Invested in capital assets – Consists of capital assets, net of accumulated depreciation.



ESCANABA HOUSING COMMISSION

NOTES TO FINANCIAL STATEMENTS

September 30, 2005

(Continued)

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

ASSETS, LIABILITIES AND NET ASSETS (Continued)

2. Unrestricted net assets – All other net assets that do not meet the definition of “restricted” or “invested in capital assets, net of related debt.”

REVENUES AND EXPENSES

Operating revenues and expenses are those that result from providing services and producing and delivering goods and/or services. It also includes all revenue and expenses not related to capital and related financing, noncapital financing, or investing activities. Expenses are classified by operating and nonoperating and are subclassified by function, such as salaries, supplies, and contracted services.

OTHER SIGNIFICANT ACCOUNTING POLICIES

Interprogram Activity:

As a general rule, the effect of activity between programs has been eliminated from the government-wide statements.

The transfers of cash between the various Authority programs are reported separately from revenues and expenses as operating transfers in or (out), unless they represent temporary advances that are to be repaid, in which case, they are carried as assets and liabilities of the advancing or borrowing program.

Interprogram receivables and payables are eliminated from the Statement of Net Assets.

Budgets and Budgetary Accounting:

Budgets are adopted on a basis prescribed or permitted by the Department of Housing and Urban Development. All annual appropriations lapse at fiscal year end. The Commission follows these procedures in establishing the budgetary date reflected in the financial statements:

1. The Director submits to the Board a proposed operating budget for the fiscal year commencing on October 1st. The operating budget includes proposed expenses and the means of financing them. Prior to September 30th, the budget is legally adopted by Board resolution.
2. Formal budgetary integration is employed as a management control device during the year.
3. The budget has been amended. Supplemental appropriations were made during the year with the last one approved prior to September 30th.



ESCANABA HOUSING COMMISSION

NOTES TO FINANCIAL STATEMENTS

September 30, 2005

(Continued)

NOTE B - CASH AND INVESTMENTS

Cash and Equivalents

The Commission's cash and equivalents, as reported in the Statement of Net Assets, consisted of the following:

Petty cash	\$ 100
Checking accounts	(2,325)
Money markets	<u>62,798</u>
TOTAL	<u>\$ 60,573</u>

Custodial Credit Risk. Custodial credit risk is the risk that in the event of a bank failure, the Commission's deposits may not be returned. HUD regulations requires the Commission to have all funds in excess of insured amounts to be collateralized. As of September 30, 2005, the Commission's cash and equivalents were not exposed to custodial credit risk, due to them being fully insured.

Investments

The Commission's investments, as reported in the Statement of Net Assets, consisted of the following:

<u>Investment Type</u>	<u>Fair Value</u>	<u>(Investment Maturities in Years)</u>				
		<u>Less Than 1 Year</u>	<u>1-5</u>	<u>6-10</u>	<u>11-15</u>	<u>16-20</u>
Certificates of Deposit	\$119,259	\$30,243	\$89,016	\$ -	\$ -	\$ -
U.S. Treasury Bonds	<u>256,230</u>	<u>-</u>	<u>-</u>	<u>83,385</u>	<u>58,807</u>	<u>114,038</u>
TOTAL	<u>\$375,489</u>	<u>\$30,243</u>	<u>\$89,016</u>	<u>\$83,385</u>	<u>\$58,807</u>	<u>\$114,038</u>

Investments are recorded at fair market value, which is based on quoted market prices.

Michigan statutes authorize the Commission to invest in bonds, other direct obligations and repurchase agreements of the United States, certificates of deposit, savings accounts, deposit accounts or receipts of a bank which is a member of the FDIC, commercial paper rated at the time of purchase within the two highest classifications established by not less than two standard rating services and matures within 270 days of date of purchase, bankers' acceptances of United States banks, obligations of the State of Michigan and its political subdivisions, external investment pools, and certain mutual funds.

Interest Rate Risk. Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of the Commission's investments. State law limits the allowable investments as described above. The Commission does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.



ESCANABA HOUSING COMMISSION

NOTES TO FINANCIAL STATEMENTS

September 30, 2005

(Continued)

NOTE B - CASH AND INVESTMENTS (Continued)

Custodial Credit Risk. Custodial credit risk is the risk that in the event of a bank failure, the Commission's investments may not be returned. HUD regulations requires the Commission to have all funds in excess of insured amounts to be collateralized. As of September 30, 2005, the Commission's investments were not exposed to custodial credit risk, due to them being fully insured.

Credit Risk. Credit risk is the risk that an issuer or other party to an investment will not fulfill its obligations. The Commission has no investment policy limiting its investments in excess of state law on investment credit. Ratings are not required for the Commission's investments outlined above. The Commission's investments are in accordance with statutory authority.

Concentration of Credit Risk. The Commission places no limit on the amount the Commission may invest in one issuer. However, the Commission is required to have all funds in excess of insured amounts to be collateralized. The Commission's certificates of deposit are with the following financial institutions:

Discover Bank	\$ 59,839
RG Premier Bank	34,999
Flagstar Bank	<u>24,421</u>
TOTAL	<u>\$119,259</u>

NOTE C - CAPITAL ASSETS

A summary of capital assets as of September 30, 2005 is as follows:

	Balance 10-1-04	Additions	Deletions	Balance 9-30-05
Land and improvements	\$ 495,393	\$ 24,975	\$ -	\$ 520,368
Building and improvements	5,715,081	395,015	-	6,110,096
Equipment	272,827	20,957	(6,737)	287,047
Construction-in-progress	<u>28,465</u>	<u>391,525</u>	<u>(419,990)</u>	<u>-</u>
	6,511,766	<u>\$ 832,472</u>	<u>\$ (426,727)</u>	6,917,511
Accumulated depreciation	<u>(4,087,185)</u>	<u>\$ (261,791)</u>	<u>\$ 5,910</u>	<u>(4,343,066)</u>
Net capital assets	<u>\$2,424,581</u>			<u>\$2,574,445</u>

Depreciation expense for the year was \$261,791.



ESCANABA HOUSING COMMISSION

NOTES TO FINANCIAL STATEMENTS

September 30, 2005

(Continued)

NOTE D - RISK MANAGEMENT

The Commission is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Commission maintains commercial insurance covering each of those risks of loss. Management believes such coverage is sufficient to preclude any significant uninsured losses to the Commission. Settled claims have not exceeded this commercial coverage in any of the past three fiscal years.

NOTE E - USE OF ESTIMATES

The preparation of financial statements, in conformity with accounting principles generally accepted in the United States of America, requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

NOTE F - VULNERABILITY DUE TO CERTAIN CONCENTRATIONS

The Commission is dependent upon the Department of Housing and Urban Development (HUD) to fund its operations through operating subsidies and capital funding grants. Total operating revenues for the year ended September 30, 2005 totaled \$615,095 of which \$142,088 or 23.1% was from HUD subsidies and grants.

The operations of the project are subject to rules and regulations of HUD. These rules and regulations are subject to change. Such changes may occur with short notice and could create a lack of funding to pay for operational related costs, including the additional administrative burden to comply with the changes.

NOTE G - PENSION PLAN

The Commission has established a 403(b) plan of which the Commission contributes 18% of qualified wages. To be eligible, an employee must have twelve continuous months of service. The Commission contributions to the Plan during the year amounted to \$52,667.

ANDERSON, TACKMAN
& COMPANY, P.L.C.
CERTIFIED PUBLIC ACCOUNTANTS





**SUPPLEMENTAL
INFORMATION**

ESCANABA HOUSING COMMISSION

FINANCIAL DATA SCHEDULE Proprietary Fund

September 30, 2005

<u>Line Item #</u>	<u>Account Description</u>	<u>Low Rent Public Housing</u>	<u>Public Housing Capital Fund Program</u>	<u>TOTAL</u>
<u>ASSETS</u>				
CURRENT ASSETS:				
Cash:				
111	Cash - unrestricted	\$ 60,573	\$ -	\$ 60,573
100	Total cash	60,573	-	60,573
Accounts and notes receivables:				
126	Accounts receivable- tenants - dwelling rents	1,164	-	1,164
126.1	Allowance for doubtful account - dwelling rents	(1,155)	-	(1,155)
120	Total receivables, net of allowances for doubtful accounts	9	-	9
Other assets:				
131	Investments - unrestricted	375,489	-	375,489
142	Prepaid expenses	18,902	-	18,902
143	Inventories	2,589	-	2,589
150	TOTAL CURRENT ASSETS	457,562	-	457,562
NONCURRENT ASSETS:				
Fixed assets:				
161	Land	380,172	-	380,172
162	Buildings	5,715,081	395,015	6,110,096
163	Furniture, equipment & machinery - dwellings	100,958	-	100,958
164	Furniture, equipment & machinery - administration	186,089	-	186,089
165	Leasehold improvements	115,221	24,975	140,196
166	Accumulated depreciation	(4,333,998)	(9,068)	(4,343,066)
160	Total fixed assets, net of accumulated depreciation	2,163,523	410,922	2,574,445
180	TOTAL NONCURRENT ASSETS	2,163,523	410,922	2,574,445
190	TOTAL ASSETS	\$ 2,621,085	\$ 410,922	\$ 3,032,007

See accompanying notes to financial statements



ESCANABA HOUSING COMMISSION

FINANCIAL DATA SCHEDULE Proprietary Fund

September 30, 2005

<u>Line Item #</u>	<u>Account Description</u>	<u>Low Rent Public Housing</u>	<u>Public Housing Capital Fund Program</u>	<u>TOTAL</u>
<u>LIABILITIES AND NET ASSETS</u>				
CURRENT LIABILITIES				
312	Accounts payable ≤ 90 days	\$ 24,414	\$ -	\$ 24,414
321	Accrued wages / payroll taxes	6,544	-	6,544
322	Accrued compensated absences - current portion	10,914	-	10,914
333	Accounts payable - other government	28,726	-	28,726
341	Tenant security deposits	29,396	-	29,396
342	Deferred revenues	240	-	240
345	Other liabilities	125	-	125
310	TOTAL CURRENT LIABILITIES	100,359	-	100,359
354	Accrued compensated absences - non current	15,988	-	15,988
350	TOTAL NONCURRENT LIABILITIES	15,988	-	15,988
300	TOTAL LIABILITIES	116,347	-	116,347
<u>NET ASSETS</u>				
Contributed Capital:				
508.1	Investment in capital assets, net of related debt	2,163,523	410,922	2,574,445
512.1	Unrestricted net assets	341,215	-	341,215
513	TOTAL NET ASSETS	2,504,738	410,922	2,915,660
600	TOTAL LIABILITIES AND NET ASSETS	<u>\$ 2,621,085</u>	<u>\$ 410,922</u>	<u>\$ 3,032,007</u>

See accompanying notes to financial statements



ESCANABA HOUSING COMMISSION

FINANCIAL DATA SCHEDULE Proprietary Fund

For the Year Ended September 30, 2005

Line Item #	Account Description	Low Rent Public Housing	Public Housing Capital Fund Program	TOTAL
<u>REVENUES</u>				
703	Net tenant rental revenue	\$ 431,158	\$ -	\$ 431,158
704	Tenant revenue - other	1,543	-	1,543
705	Total tenant revenue	432,701	-	432,701
706	HUD PHA grants	141,788	300	142,088
706.1	Capital grants	-	391,525	391,525
711	Investment income - unrestricted	12,712	-	12,712
715	Other revenue	40,306	-	40,306
716	Gain/loss on sale of fixed assets	8,593	-	8,593
700	TOTAL REVENUES	636,100	391,825	1,027,925
<u>EXPENSES</u>				
Administrative:				
911	Administrative salaries	93,974	-	93,974
912	Auditing fees	2,700	-	2,700
914	Compensated absences	2,774	-	2,774
915	Employee benefit contributions- administrative	40,095	-	40,095
916	Other operating- administrative	43,734	300	44,034
	Total Administrative	183,277	300	183,577
Tenant services:				
924	Tenant services - other	3,903	-	3,903
Utilities:				
931	Water	9,759	-	9,759
932	Electricity	64,076	-	64,076
933	Gas	56,702	-	56,702
	Total Utilities	130,537	-	130,537
Maintenance:				
941	Ordinary maintenance and operations - labor	132,344	-	132,344
942	Ordinary maintenance and operations - materials & other	20,316	-	20,316
943	Ordinary maintenance and operations - contract costs	13,607	-	13,607
945	Employee benefit contributions- ordinary maintenance	49,528	-	49,528
	Total Maintenance	215,795	-	215,795

See accompanying notes to financial statements



ESCANABA HOUSING COMMISSION

FINANCIAL DATA SCHEDULE Proprietary Fund

For the Year Ended September 30, 2005

<u>Line Item #</u>	<u>Account Description</u>	<u>Low Rent Public Housing</u>	<u>Public Housing Capital Fund Program</u>	<u>TOTAL</u>
General expenses:				
961	Insurance premiums	52,807	-	52,807
963	Payment in lieu of taxes	28,726	-	28,726
964	Bad debt - tenant rent	1,162	-	1,162
	Total General Expenses	82,695	-	82,695
969	TOTAL OPERATING EXPENSES	616,207	300	616,507
970	EXCESS OPERATING REVENUE OVER OPERATING EXPENSES	19,893	391,525	411,418
971	Extraordinary maintenance	5,394	-	5,394
974	Depreciation expense	252,724	9,068	261,792
900	TOTAL EXPENSES	874,325	9,368	883,693
Other financing sources (uses):				
1010	Total other financing sources (uses)	-	-	-
1000	EXCESS (DEFICIENCY) OF TOTAL REVENUE OVER (UNDER) TOTAL EXPENSES	\$ (238,225)	\$ 382,457	\$ 144,232
MEMO account information				
1103	Beginning equity	\$ 2,742,195	\$ 28,465	\$ 2,770,660
1104	Prior Period Adjustments, Equity Transfers	\$ 768	\$ -	\$ 768
1120	Unit months available	2,100	-	2,100
1121	Number of unit months leased	1,997	-	1,997

See accompanying notes to financial statements





ESCANABA HOUSING COMMISSION

FEDERAL AUDIT REPORTS

For the Year Ended September 30, 2005

ESCANABA HOUSING COMMISSION

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**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Board of Commissioners
Escanaba Housing Commission
Escanaba, Michigan

We have audited the financial statements of the business-type activities of the Escanaba Housing Commission as of and for the year ended September 30, 2005, which collectively comprise the Escanaba Housing Commission's financial statements, and have issued our report thereon dated April 25, 2006. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Escanaba Housing Commission's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Escanaba Housing Commission's general purpose financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information of the Board of Commissioners, management and the Department of Housing and Urban Development and is not intended to be and should not be used by anyone other than those specified parties.

Anderson Tackman & Co. PLLC

ANDERSON, TACKMAN & COMPANY, PLC
Certified Public Accountants
Iron Mountain, Michigan

April 25, 2006

ANDERSON, TACKMAN
& COMPANY, P.L.C.
CERTIFIED PUBLIC ACCOUNTANTS



**REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH MAJOR
PROGRAM AND INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH
OMB CIRCULAR A-133**

Board of Commissioners
Escanaba Housing Commission
Escanaba, Michigan

Compliance

We have audited the compliance of Escanaba Housing Commission with the types of compliance requirements described in the "U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement" that are applicable to each of its major federal programs for the year ended September 30, 2005. Escanaba Housing Commission's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of Escanaba Housing Commission's management. Our responsibility is to express an opinion on Escanaba Housing Commission's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Escanaba Housing Commission's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on Escanaba Housing Commission's compliance with those requirements.

In our opinion Escanaba Housing Commission complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended September 30, 2005.

Internal Control Over Compliance

The management of Escanaba Housing Commission is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered Escanaba Housing Commission's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

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**REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH MAJOR
PROGRAM AND INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH
OMB CIRCULAR A-133
(Continued)**

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws, regulations, contracts and grants, that would be material in relation to a major federal program being audited, may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over compliance and its operation that we consider to be material weaknesses.

This report is intended solely for the information and use of the audit committee, management and federal awarding agencies and is not intended to be and should not be used by anyone other than these specified parties.

Anderson Tackman & Co. PLLC

ANDERSON, TACKMAN & COMPANY, PLC
Certified Public Accountants
Iron Mountain, Michigan

April 25, 2006

ANDERSON, TACKMAN
& COMPANY, P.L.C.
CERTIFIED PUBLIC ACCOUNTANTS



ESCANABA HOUSING COMMISSION

For the Year Ended September 30, 2005

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

<u>Federal Grantor/Pass Through Grantor</u>	<u>Federal CFDA Number</u>	<u>Award Amount</u>	<u>Expensed as of 10-1-04</u>	<u>9-30-05 Federal Expenditures</u>
Operating Subsidy	14.850	<u>\$ 141,788</u>	<u>\$ -</u>	<u>\$ 141,788</u>
Capital Funding	14.872			
501-03		\$ 194,627	\$ 29,464	\$ 164,963
502-03		38,788		38,788
501-04		<u>195,000</u>	<u>-</u>	<u>188,074</u>
		<u>\$ 428,415</u>	<u>\$ 29,464</u>	<u>\$ 391,825</u>
Total Department of Housing and Urban Development				<u>\$ 533,613</u>
TOTAL FEDERAL EXPENDITURES				<u>\$ 533,613</u>

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See accompanying notes to the schedule of expenditures of federal awards.

ESCANABA HOUSING COMMISSION

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

For the Year Ended September 30, 2005

NOTE A - SIGNIFICANT ACCOUNTING POLICIES

The accompanying schedule of expenditures of federal awards includes the federal grant activity of Escanaba Housing Commission and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

NOTE B - COST REPORTS

Management has reported the expenditures in the Schedule of Expenditures of Federal Awards equal to those amounts reported in the modernization cost reports.

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ESCANABA HOUSING COMMISSION

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

For the Year Ended September 30, 2005

A. SUMMARY OF AUDITORS' RESULTS

1. The auditors' report expresses an unqualified opinion of the general purpose financial statements of the Escanaba Housing Commission.
2. There were no reportable conditions relating to the audit of the general purpose financial statements.
3. There were no instances of noncompliance material to the general purpose financial statements of the Escanaba Housing Commission.
4. There were no reportable conditions relating to the audit of the major federal award programs as reported in the Report on Compliance with Requirements Applicable to Each Major Program and Internal Control over Compliance in Accordance with OMB Circular A-133.
5. The auditors' report on compliance for the major federal award programs for the Escanaba Housing Commission expresses an unqualified opinion.
6. There were no audit findings relative to the major federal award programs for the Escanaba Housing Commission.
7. The programs tested as major programs included:
 - A. Capital Fund – CFDA 14.872
8. The threshold for distinguishing Types A and B programs was \$300,000.
9. Escanaba Housing Commission was determined to be a high-risk auditee.

B. FINDINGS AND QUESTIONED COSTS - MAJOR FEDERAL AWARD PROGRAMS AUDIT

1. There were no findings or questioned costs.

C. PRIOR FINDINGS AND QUESTIONED COSTS – MAJOR FEDERAL AWARD PROGRAMS AUDIT

1. There were no prior findings or questioned costs.